



## AIR RESOURCES BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	AIR RESOURCES BOARD, STATE	<b>RELEASE DATE:</b>	Monday, October 26, 2009
<b>POSITION TITLE:</b>	CEA 2, Chief, Office of Information Services	<b>FINAL FILING DATE:</b>	Friday, November 6, 2009 or until filled
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	Monday, November 9, 2009
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	10262009_2

### POSITION DESCRIPTION

Under the administrative direction of the Air Resources Board (ARB) and its Executive Officer, the Chief, Office of Information Services (COIS) is responsible for ensuring that the Information Technology (IT) support needs for the Air Resources Board (ARB) are met efficiently and effectively. The position provides vision and leadership to ARB Executive Staff and the many public and private stakeholders with which ARB interacts; formulates policy and assigns priorities and staff to meet ever-changing IT environment requirements for various ARB programs; ensures that ARB's mission and program mandates are met through the adoption and use of sustainable information technology; is directly responsible for all IT activities within ARB and accountable to the State Chief Information Officer (CIO) for purposes of reporting ARB IT performance; participates in budgetary processes and works with State and federal control agencies to ensure that resources are allocated to meet the Board's needs; provides regular briefings to the State CIO regarding IT-related issues with statewide implications, the Department of Finance, the Legislative Analyst's Office, legislative policy and budget committees, and the Governor's Office on the direction of IT policies and issues for ARB programs. The COIS oversees the Board's IT systems, assets, purchases, and contracts to ensure ARB conformity with the Agency Enterprise Architecture.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Ability to advise, consult, and work cooperatively with executive and management staff, as well as legislators, control agencies, federal government, and other public and private agencies;
- Experience with the planning, development, maintenance, installation, and support of large system applications in a multi-tier environment, and familiarity with large complex telecommunication and database management systems;
- Ability to plan, organize, and direct the work of a multidisciplinary professional staff exhibiting skills necessary to lead, motivate, and develop staff;
- Experience managing a large-scale Information Technology program including the ability to maintain an Operational Recovery Plan; establish ongoing IT strategic planning; adopt IT infrastructure standards; conduct successful feasibility studies for proposed IT projects; and protect the security, confidentiality, and integrity of data;
- Ability to provide advice and recommendations in the various aspects of development, administration, oversight and evaluation of policy and implementation activities relative to information technology; and the technology infrastructure and technological operations for the Board;
- Demonstrated experience in working collaboratively with state or local governments or political subdivisions, local community-based organizations, or public or private agencies in implementing and operating complex and large-scale programs or projects;
- Ability to participate in the departmental budgetary process and work with State and federal control agencies to ensure resources are allocated to meet program needs.
- Experience with acquiring project and funding approvals using California's process;
- Experience with the planning, development, organization and management of IT resources, and making recommendations where there are interdepartmental or cross-jurisdictional issues;
- Experience collaborating with the State Chief Information Officer regarding IT-related issues with statewide implications;
- Possess a working knowledge of the ARB and Cal/EPA program areas and long term business requirements; and,
- Knowledge of the Equal Employment Opportunity (EEO) program and the process available to meet EEO objectives.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 2**,

**Chief, Office of Information Services, with the AIR RESOURCES BOARD, STATE.**  
Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Executive Officer who will make the final selection.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

AIR RESOURCES BOARD, STATE, Human Resources/Exams  
1001 I Street/P.O. Box 2815, Sacramento, CA 95812  
Kimberly Russell | 916-327-3515 | [Krussell@arb.ca.gov](mailto:Krussell@arb.ca.gov)

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The AIR RESOURCES BOARD, STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>